

## **Minority/Women Small Business Enterprise**

*Organizational Code: 001-112-513*

### **Mission Statement**

The mission of the Minority/Women Small Business Enterprise Program is to provide minority and women-owned businesses with a means of participation in Leon County's procurement process for the purpose of achieving economic parity among all Leon County vendors.

### **Advisory Board**

Minority/Women Small Business Enterprise Citizens Advisory Committee

### **Summary of Services Provided**

1. Identify and work to eliminate barriers that inhibit M/WSBE participation in Leon County's procurement process.
2. Establish realistic goals to increase M/WSBE utilization.
3. Provide information and assistance to M/WSBEs regarding procurement opportunities with Leon County.
4. Implement mechanisms and procedures for monitoring M/WSBE compliance by prime contractors and staff.
5. Implement mechanisms to evaluate the program's progress and institute tracking mechanisms to attract M/WSBE participation in the County's procurement process.

### **Accomplishments**

1. Launched a new Small Business Enterprise (SBE) Program. The County has concluded an agreement with the Small Business Development Center at FAMU to provide training to SBE to achieve certification and to promote economic development.
2. Participated in outreach opportunities with the Small Business Week and Minority Enterprise Development Week to acknowledge several MWSBE community businesses, inform women, minority and small businesses about procurement opportunities with Leon County, and to recruit of minority and women business enterprises for certification.
3. Issued a RFP for a new computer software system which will enable the division to track procurement activities among small, women and minority owned business to ensure economic parity.
4. Participated in the Florida Association of Minority Business Enterprise Officials training to keep staff abreast of current MWBE issues, and participated in an economic development workshop before the Board.
5. Revised MWSBE policy as recommended by the Disparity Study and approved by the Board.

### **Current Year Notes**

This program is recommended at an increased funding level. These recommendations include:

1. Routine salary, wage and benefit adjustments.
2. As approved by the Board at its September 19, 2006, final public hearing on the 2006/07 budget, operating expenses such as: travel; training; printing; operating supplies; and office supplies, are reduced by 5% for a fiscal impact of \$392.

\* Salary impact due to reorganization

### **Out-Year Notes**

There are no Budget Issues requested in FY2008 thru 2011, with the exception of anticipated routine salary, wage and benefit adjustments.

Objectives / Performance Measures	Indicator	Units	FY 2005 Actual	FY 2006 Budget	FY 2007 Budget
<b>01-112-513 M/WBE</b>					
• Number of preliminary requests for proposals analyzed.	Input	#	76	60	60
• Number of pre-bid conferences attended.	Input	#	37	30	30
• Number of submitted proposals reviewed.	Input	#	76	60	60
• Provide training to citizens for assistance in starting their own local business	Input	#	25	25	35

**Leon County Government  
Fiscal Year 2007 Budget**

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<b>Budgetary Costs</b>		<b>FY 2005 Actual</b>	<b>FY 2006 Adopted</b>	<b>FY 2007 Continuation</b>	<b>FY 2007 Issues</b>	<b>FY 2007 Budget</b>	<b>FY 2008 Budget</b>
Personal Services		92,577	121,617	178,640	0	178,640	191,452
Operating		16,948	43,146	18,794	-392	18,402	18,402
Total Budgetary Costs		<u>109,525</u>	<u>164,763</u>	<u>197,434</u>	<u>-392</u>	<u>197,042</u>	<u>209,854</u>
<b>Funding Sources</b>				<b>FY 2005 Actual</b>	<b>FY 2006 Adopted</b>	<b>FY 2007 Budget</b>	<b>FY 2008 Budget</b>
001 General Fund				109,525	164,763	197,042	209,854
Total Revenues				<u>109,525</u>	<u>164,763</u>	<u>197,042</u>	<u>209,854</u>
<b>Staffing Summary</b>		<b>FY 2005 Actual</b>	<b>FY 2006 Adopted</b>	<b>FY 2007 Continuation</b>	<b>FY 2007 Issues</b>	<b>FY 2007 Budget</b>	<b>FY 2008 Budget</b>
M/WBE Analyst		1.00	1.00	1.00	0.00	1.00	1.00
MWBE Director		1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>